

X-Change Meeting Minutes

Date: May 17th, 2010 2:00 pm
Location: Ralph Ellison Library

Those in attendance:

Ann Alliotta, Julie Ballou, Roy Ballou, Kay Bauman, Barbara Beasley, Kellie Bradford, Janet Brooks, Rosemary Czarski, Denyveta Davis, LaVetta Dent, Priscilla Doss, Anne Fischer, Tim Fisher, Heidi Johnson, Chris Kennedy, Jack Kinsey, Lloyd Lovely, Karen Marriott, Candace McDaniel, Donna Morris, Todd Olberding, Michael Owen, Jamar Rahming, Debbie Robertus, Pauline Rodriguez-Atkins, Anita Roesler, Diane Sarantakos, Stacy Schrank, Angela Thorton, Phil Tolbert, Maria Watkins, Randy Wayland, Jimmy Welch, Fariba Williams, John Wood

Welcome:

Kay Bauman called the meeting to order at 2:00 pm. Kay welcomed the supervisors to the Ralph Ellison Library and the May X-Change meeting.

Express Breastfeeding

Roy Ballou, HUM gave a brief and informative overview of Express Breastfeeding. Companies are required to provide a place without view that is not a restroom for women who are breastfeeding a place to perform this task. The library system is not required to pay for the time women breastfeed, but the library system must accommodate for those women by providing a facility that meets those needs. He also informed the supervisors that each location needs to have a working refrigerator to store the milk as well. Roy then asked the supervisors to help identify a place at their location that would serve this purpose and encouraged the supervisors to spread this information to their employees.

Safety Training

Candace McDaniel explained the safety training. By state law, library employees are required to complete safety training. In the efforts to make safety training more accessible, the safety training powerpoints were created. She explained there have been several issues on the safety training reports due to the fact that individuals are putting in more time for the safety training powerpoints than the 5 minute maximum. She encouraged the supervisors to relay this message to their employees so they understand the 5 minute time is the maximum time they can record per powerpoint unless otherwise noted. She also informed the supervisors that the Safety Committee would be meeting soon and could possibly change the due date to 2 weeks prior of the quarterly safety training deadline to help ensure everyone completes their safety training. Kay Bauman added if you or one of the employees you supervise do not complete the mandatory safety training, they will receive a 1 and will automatically be on performance probation.

Performance Appraisals

Kay Bauman discussed the current performance appraisal system rating scale and proposed changes to the wording of the summary sheet. The old performance appraisal rating scale is currently on the new appraisal summary sheet and states the following:

Rating	Description
Rating 3.5 to 4.00	Consistently meets all defined expectations and exceeds expectation in 2 or more performance areas.
Rating 2.75 to 3.49	Consistently meets all expectations as job as defined
Rating 2.00 to 2.74	Does not consistently meet all expectations for job as defined
Rating 1.00 to 1.99	Performance related to this category is at a level which has had a significant impact to the employee's own work product/service or on the MLS system, or is a clear pattern of sub-standard behavior; failure within any one single category or in the overall rating is to such a degree that "performance probation" is imposed.

The proposed wording on the summary sheet is as follows:

- Any score above a 3.0 indicates the overall performance exceeds job expectations.
- A score of a 3.0 indicates that performance meets all expectations for the job as defined.
- Any score below 3.0 indicates the performance does not meet all the expectations for the job as defined. There is one or more category that needs to improve.
- See SH 400.4 Merit Increase Guide for the current fiscal year aware percentages.
- If an employee is given a score of 1 in one or more appraisal categories, the employee is placed on performance probation and no merit increase is awarded regardless of the overall appraisal score.

Kay stated they are in the process of reviewing the SH 400.4 Merit Increase Guide. Many questions need to be addressed before this can take place. After the decisions have been made, a special meeting will be conducted for all supervisors to discuss the changes.

Learning Management System

Stacy Schrank showed the supervisors a demo over the new LMS. Stacy wanted the supervisors to be aware of what they are going to be having access to and how this will help streamline the training enrollment procedures and give employees greater flexibility for requesting training to their supervisors. Stacy also informed the supervisors there will be a group of employees from each location to serve as a focus group of the processes for each supervisor. Special instructions will be emailed to those asked to participate as well as manuals to learn the LMS.

Construction Updates

Todd Olberding gave a brief update on the construction projects in the system. Todd stated the contractor for the Northwest Library had their first LEED meeting with the sub-contractors. Dan Holman is currently looking for a temporary location for Southern Oaks. He encouraged the supervisors to look at the MLS Capitol Projects update and review from the Long-Range Planning Committee in the May Commission Packet.

Meeting was adjourned at 3:50 pm.

Next X-Change Meeting

Monday September 13th, 2010 at 2:00pm

Ralph Ellison Library